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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-1-13

TRAINING
28 October 1965

PROCEDURES FOR REQUESTING EXTERNAL TRAINING

1. Effective immediately, Agency Form 136, Request for Training at Non-CIA Facility, will replace NPIC Form 178, Request for External Training.

2. The Division or Staff Chief will submit an original and 5 copies of Form 136 to Training Branch, Support Staff whenever training outside of Agency facilities is requested for an employee in his component. The request should be submitted in sufficient time to permit proper processing which includes liaison with the Office of Training, reserving a quota in the class, arranging for necessary travel, and processing a request for advance of funds. The training request should normally be submitted at least one month prior to the commencement of the course. It is not necessary for the component to submit a Travel Request in connection with external training inasmuch as the Request for External Training will be the basis for arranging travel.

25X1 3. Form 136 will be prepared in accordance with the attached instructions and sample. The [] Supply Room will stock this form.

25X1 4. Chief, Training Branch, Support Staff, is responsible for securing approval of the Executive Director, NPIC, for the proposed training; coordinating the request with the Office of Training; and informing the component when arrangements for the training have been completed. Any questions should be referred to Chief, Training Branch on []

[]
Executive Director

Attachment,

Distribution: No. 3

Rec. by 18-H4

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Attachment 1 to NPIC Notice 18-1-13

Instructions for preparing Form 136, Request for Training at Non-CIA Facility

Original and 5 copies of Form 136 will be prepared by the component as follows:

- A. Items 1-4: As indicated.
- B. Item 5: Use general title which will not be indicative of intelligence, or photo interpretation functions. Some suggested titles are Analyst, Research Assistant, Editor, Administrator, Illustrator, Technologist, Computer Programmer, Mathematician.
- C. Item 6: Indicate years and months.
- D. Item 7: Insert NPIC.
- E. Item 8: Trainee's Division.
- F. Items 9-12: As indicated.
- G. Item 13: Justify the requested training in relation to the trainee's job.
- H. Item 14: Complete if language training is involved. This block will also be used for the component chief's signature, and should contain the following typed legend.

Recommendation: _____

Chief, (Div or Staff)

Date: _____

- I. Item 15: Fill in if known.
- J. Items 16-17: Not to be filled in.
- K. Items 18-19: Fill in as indicated.
- L. Item 20: Trainee will sign and date.
- M. Item 21: Chief, Training Branch will sign.
- N. Item 22: Executive Director, NPIC, will sign.
- O. Items 23-24: Not to be filled in.

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